

DEPARTMENT OF THE ARMY
SAVANNAH DISTRICT, CORPS OF ENGINEERS
CESAS-RM-F P.O. BOX 889
SAVANNAH, GA 31402-0889

District Pamphlet
No. 37-1-5

30 October 1997

Financial Administration
RETENTION OF TRAVEL EXPENSE DOCUMENTS & RECEIPTS

1. **Purpose.** Prescribes policy guidance related to the retention of travel expense documents and receipts for all Savannah District Travelers.
2. **Applicability.** This guidance applies to all individuals in the Savannah District who are involved in business travel and to Finance and Accounting Office personnel in their role of maintaining all EPA Superfund travel documents.
3. **References.**
 - a. CERM-F Memorandum dated 14 Jul 1997, SUBJECT: Retention of Superfund Travel Documents.
 - b. GAO letter B-27131, dated 8 March 1996.
 - c. CERM-F Memorandum dated 7 June 1996, SUBJECT: Policy for Retention of Travel Expense Receipts.
 - d. DOD Comptroller Memorandum, dated 25 January 1996.
 - e. CERM-A Memorandum, dated 6 October 1995, subject: SOPS for Travel Settlement Vouchers.
 - f. GAO letter B-265850, dated 20 September 1995.
 - g. DOD Comptroller Memorandum dated 23 August 1995, subject: Travel Reengineering Implementation Memorandum #8, Procedures for Random Audits of Travel Settlement Vouchers.
 - h. CERM-FM Memorandum, dated 24 May 1995, SUBJECT: SOP for Travel Settlement Vouchers.
 - i. CERM-FM Memorandum, dated 21 December 1994, SUBJECT: Hard Copy Document Retention.

j. CEIM-PD Memorandum dated 17 March 1992, SUBJECT:
Preservation of Environmental Restoration Records.

4. Procedures.

(a) Regular Travel:

(1) Travel vouchers will be submitted by the traveler to the Travel Approving Official for approval. The Travel Approving Official will review the travel order for proper authorizations, adequacy of supporting documentation and reasonableness as it relates to the type of travel completed. After approval of the travel voucher, the Travel Approving official will retain the travel voucher package or forward to the traveler for filing (in accordance with office policy).

(2) The following documents must be provided by the traveler in his/her travel cost supporting documentation package:

(a) Copy of the authorizing travel order (DD 1610) printed from CEFMS.

(b) Request for Reimbursement Voucher (DD 1352-2) printed from CEFMS.

(c) Miscellaneous supporting receipts to include ALL lodging and receipts for any other expense that is \$75.00 or greater.

(d) The USACE Finance Center will provide the travel computation document from the Integrated Army Travel System (IATS) with the travel payment sent to the traveler. Travelers should bring this documentation into the District to file with the rest of the travel documents

(3) The simplified entitlement change (appendices O and K) to the Joint Travel Regulations, Volume 1 and 2, will be used to compute travel entitlement.

(4) File Retention:

(a) Travel vouchers retained by the traveler, or their office, for all travel, should be maintained for a period of 3 years after the year the travel was completed.

(b) The Modern Army Record Keeping System (MARKS) number for filing purposes is **1hh** for office temporary duty travel. These documents cannot be removed from the office because they must be available for audit. If an employee leaves the District, then his travel files must be given to the next level supervisor for maintaining in a central filing system. Labels should be typed as follows:

1hh Official travel receipts
(Individual's Name)
Privacy Act: A0037-107bSAFM
COFF: 31 Dec ___ (applicable year)
Destroy after 3 years

b. Superfund Travel:

(1) All travel vouchers for projects funded by the EPA Superfund should be forwarded to the Finance and Accounting Officer for permanent retention. The Travel Approving Official should forward travel voucher with the original travel expense receipts to the Finance and Accounting Officer for filing. These documents should be forwarded to CESAS-RM-F/ATTN: Customer Service Representative/EPA. A copy of the travel voucher, including a copy of the travel order, should also be maintained in the office files. To earmark these travel vouchers, the EPA Superfund Work Item Number should be noted in the Other Remarks section of the travel order (CEFMS) Screen 12.1.1). The Finance and Accounting Office will be responsible for the collection and retention of these documents.

(2) Travelers have been directed through ref. 3a. to forward original travel expense receipts, along with a copy of the travel order and travel voucher, to the Finance and Accounting Office. These documents should be submitted within 15 days after travel voucher settlement. In order to earmark this travel as EPA Superfund, please include this travel as "EPA SUPERFUND" and "WORK ITEM" in block 9 of the Travel Order, DD Form 1610.

(3) The Civil/Revolving Fund Team Leader will receive copies of EPA Superfund funding documents to include work items as they are received from the Budget Office. The team leader will maintain an updated listing of all EPA Superfund projects and responsible project managers. Monthly, the team leader will execute an SQL to verify costs accumulated in the superfund projects. Travel costs identified will be linked to the traveler. If travel cost

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documentation has not been received, the traveler will be requested to furnish documentation within 5 days for the EPA Superfund Cost Documentation files. Also, the team leader will document and maintain all cost transfer records relating to EPA Superfund travel in the applicable project files.

(4) Finance and Accounting Office will be responsible for the collection and retention of all EPA Superfund travel documents for the Savannah District. The POC's for receipt of documents will be the Customer Service Representatives (CSR) for the Finance and Accounting Office.

(5) The CSR will be responsible for documenting the disbursement by printing a copy of the travel settlement for CEFMS and filing this document with the travel voucher package. The CSR will label and store all travel records. Records should be labeled in accordance with MARKS requirements.

(6) The MARKS number for filing purposes is 37-1x. Files should be labeled as follows:

37-1x Accounts payable files
SUPERFUND (Project's Name/CWIS number)
Privacy Act: A0037-103bSAFM
COFF: 30 Sep __ (FY project financially
complete)
Permanent

8. The F&A Records Coordinator is the Finance and Accounting Branch Secretary.

/s/
GRANT M. SMITH
COL, EN
Commanding

DISTRIBUTION: F
CESAS-IM-PR (5)
CESAS-IM-PL (1)